

# **FREQUENTLY ASKED QUESTIONS**

## **Questions regarding Reports:**

### **1) My LAB report is late, who should I contact?**

The LAB report is bursted and distributed through the SCO, Division of Disbursements. The report will be delivered in the same manner as your warrants. If your department/campus has a courier that picks up the warrants, they must also pick up the LAB. If warrants are mailed to your department/campus, the LAB will be sent to the same address/room. If you are unable to locate your LAB report, it can be printed on-line through the ViewDirect application. For further information contact the Leave Accounting Liaison Unit.

### **2) How do I get a special report?**

MIRS and CIRS users should first contact their coordinators for special reports. If your coordinator is unable to fulfill your request, you can request them through the SCO Data Management Unit. Reports provided by Data Management may have associated costs. For specific information, contact the Personnel/Payroll Services Division, Data Management Unit at (916) 324-3842.